

**Title** Warehouse Administrative Assistant

**Location** Close to Dallas, Hiram area

**Job Summary** The Warehouse Administrative Assistant is primarily responsible for the daily support of the department to include, phones, typing correspondence and contacting vendors. He/she shall coordinate and maintain the tool inventory and process invoices. This individual would be responsible for managing the supplies and equipment for the department and a variety of other task and responsibilities.

- Minimum Requirements**
1. Strong organizational and multi-tasking skills.
  2. Excellent verbal and written communication skills.
  3. Strong computer skills including ability to work with various databases.
  4. Ability to work independently on assigned tasks as well as to accept direction on given assignments.
  5. Prior experience in construction, tool & equipment industry preferred.